



**Minutes
HISTORY MUSEUM AND LIBRARY ADVISORY BOARD
Wednesday, November 5, 2014**

Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, November 5, 2014, within the Tempe History Museum Board Room, 809 E. Southern Ave, Tempe, AZ.

REVISED AS NOTED:

(MEMBERS) Present:

Ann Lynn DiDomenico
Paul Hubbell
David Huizingh
Patricia (Trish) DeGraaf
Nicolle (Nikki) Gusz
Mary O'Grady
Virginia (Ginny) Sylvester (Vice-Chair)
Jennifer Wagner (Chair)
John Linda
Shirley McKean

(MEMBERS) Not Present:

Johnny Tse
James (Jim) Schoenwetter

City Staff Present:

Shelley Hearn, Community Services Director
Barbara Roberts, Deputy Community Services Director, Library & Cultural Services Division
Tracy Gray, Library Manager, Library and Cultural Services Division
Carlos E. Bejarano Jr., Library Specialist, Library and Cultural Services Division

General Public Present:

Anne Chandler, Liaison for the Tempe Historical Society
Larry Conway, Friends of the Tempe Public Library

Agenda Item 1 - Call to Order

- Jennifer Wagner called the meeting to order at 5:36 p.m.

Agenda Item 2 - Call to the Audience

- None

Agenda Item 3 - Approval of the October 1, 2014, Historical Museum and Library Advisory Board

Meeting Minutes Document - ACTION

MOTION: Virginia (Ginny) Sylvester moved to approve the October 1, 2014, Historical Museum Board and Library Advisory Board meeting minutes document as presented.
SECOND: Patricia (Trish) DeGraaf seconded.
DECISION: October 1, 2014 Historical Museum and Library Advisory Board meeting minutes document approved as presented.

Agenda Item 4 – Friends of the Library Tempe Public Library Report:

- Larry Conway updated the board on the status of the Friends of the Tempe Public Library:
 - The Osher Lifelong Learning Institute at ASU has 764 students enrolled in the fall classes.
 - Larry Conway is helping to fundraise for the Osher ASU Board
 - The Tempe Osher program is one of the top five Osher programs in the country.
 - The new library hours have been good for the Café.
 - There will be a Friends of the Tempe Public Library book sale on November 22nd and 23rd.
 - Veterans Speak program in the Tempe History Museum tonight, November 5, 2014 at 6:30 p.m.

Agenda Item 5 – Tempe Historical Society Report:

- Anne Chandler updated the board on the status of the Tempe Historical Society:
 - A staff retreat is planned to take place after the new Museum Manager Brenda Abney arrives.
 - The Lunch Talks program on October 8th featured conductor Douglas Akey of the Tempe Symphony Orchestra.
 - The Tree of Lights reception will take place on December 7th from 3:00 to 5:00 p.m. in the Tempe History Museum lobby. For a small donation, donors can get a nametag or ornament placed on one of the two trees in honor of someone.
 - Hayden's Ferry Day has tentatively been moved to the spring of 2016.

Agenda Item 6 – Museum and Library Report:

- Barbara Roberts announced to the board:
 - Barbara Roberts introduced Community Services Director Shelley Hearn to the Board. Shelley Hearn looks forward to working with the Board, and thanked the Board members for their role in advising on the direction of the Museum and the Library.
 - Barbara Roberts stated that the budget planning for fiscal year 2015 - 2016 has started.
 - Budget planning will begin with Capital Improvement Projects (CIP). The Library will submit a CIP request for Phase two of the Radio-Frequency Identification (RFID) conversion. The library is currently in the RFP process for the initial RFID conversion. The Museum may submit a CIP for building maintenance issues, unless the work is added to a Public Works request since the total cost of the Museum work may be less than the CIP required \$100,000. The Community Services Department will resubmit a CIP for building safety for the Library complex and all of the recreation centers.
 - Library strategic planning will begin in the next month with Paul Bentley a trained facilitator from the Tempe Police Department, devising a short one to two year plan in

order that accomplishments can be seen quickly. In addition a short term plan will require updating on a more frequent basis, allowing adaptations of the newest technologies and library service changes.

- Paul Bentley requested a smaller committee of library experts to do a draft plan before it is taken to the community for feedback. Tracy Gray and Barbara Roberts are working on forming the committee and will meet with Paul Bentley next week to create a timeline for the process. Several board members will receive invitations to participate.
 - The Tempe Sound exhibit opens next Friday, November 14th at the Tempe History Museum.
 - John Nesbitt has been hired as the part-time, temporary Museum Project Coordinator. John N. will coordinate volunteers for the Petersen House Museum Christmas and will help with the fourth grade field trips to the Petersen House Museum in the spring.
 - The Tempe History Museum's computer system is in the process of being upgraded which will allow a more interactive website. The new Museum Manager Brenda Abney has been in conference calls with Barbara Roberts and the Information Technology department to provide input.
 - Brenda Abney is looking at the last three years of budgets for the Tempe History Museum, and will meet with Barbara Roberts this month to talk about the budget.
 - Barbara Roberts presented statistics for the Tempe History Museum's foot traffic. The current activity is highly dependent on tour groups, school groups, and people who come for programs. Barbara Roberts and Brenda Abney will talk about ways to increase museum visits. Barbara Roberts stated that the Tempe History Museum's Facebook presence is one of the best of the city.
 - Mary O'Grady asked if it is possible to get statistics on the Tempe History Museum's website visits.
 - Mary O'Grady asked about the National Accreditation process for the Tempe History Museum. Barbara Roberts stated that the required documents have been submitted, but the actual application to begin the process will wait for Brenda Abney to arrive.
 - David Huizingh asked a question about a weekly yoga class in the museum.
- Tracy Gray announced to the board:
 - Tracy Gray reported that the Tempe History Museum has accepted the library's collection of historical documents including the Life Magazine microfiche and some of the Tempe and Arizona related book collection into the museum's reading room.
 - Tracy Gray shared some public suggestions and comments with the Board.
 - Barbara Roberts noted that fiber optic work has reached the Library complex.
 - Virginia (Ginny) Sylvester asked Tracy Gray if suggestions from the public are placed online. Virginia (Ginny) Sylvester noted that, at the ASU library where she works, suggestions and a response are posted online.
 - Tracy Gray talked about library staff members attending events and enrolling new patrons. The library will have a table at the Fun Factory Event in December and will bring books to checkout at the event.
 - Trick or treating at all of the library's service stations was held on Thursday, October 30th. Over 400 kids and almost 100 adults dressed up and took part. Tracy Gray reported that parents were enthusiastic about taking pictures of their children in costume for the library's Facebook page.
 - Fifty students attended the College Connect program on November 1st. Tracy Gray has used this opportunity to promote the library's online resources. National College Prep Day is Saturday, November 8th, and Kaplan Test Prep will have SAT and ACT Test prep at the library.

- The Spectacular Nature series has been popular with almost one hundred people at each program. The last program will take place on Wednesday, November 12th at 6:30 p.m.
- Four staff members attended Parent University at Getz School. About two hundred attendees received free books, diapers and classes. Staff did a bilingual story time, made cards and handed out information on library resources.
- The library's second annual Food for Fines program started on November 1st. The library has teamed up with Tempe Community Action Agency (TCAA) to promote the donation of the most needed items. Patrons without fines who donate food will be entered into a raffle for a basket of items donated by Whole Foods.
- The Tempe Public Library OverDrive Digital Collection has added kid's books. The kid's collection can be accessed by going directly to the kid's online reading center that bypasses adult materials. One hundred streaming videos have also been added to the online collection.
 - Virginia (Ginny) Sylvester asked Tracy Gray if the streaming videos are checked out.
- Downloadable Freegal Music at the library is still popular.

Agenda Item 7 – Board Projects

- Barbara Roberts announced that she would like the members of the Board to take a day to be secret shoppers at the museum and library this month.
 - Board members were asked to look for positive and negative service and facility experiences in an effort to increase Board member awareness of the facilities.
 - John Linda asked if the Board members should write up their experiences and impressions. Barbara Roberts stated that it is up to each Board member to decide how they want to share the information.
 - Barbara Roberts asked the Board for suggestions for ways to improve the Board's input and participation.

Agenda Item 8 – Board Members' Announcements

- Paul Hubbell asked Tracy Gray for clarification of Board members communicating outside of the Board room. Tracy Gray stated that she contacted the City Clerk and was provided a disclosure to add to email to avoid private discussion of subjects that may come before the board. Board members can send a link to an article to the Board, include the disclaimer, with no online discussion or reply.
- David Huizingh asked for a way to share articles and links that would not violate the open meeting law. Barbara Roberts suggested that articles and links can be sent to her and the articles will be added to the monthly board packet. Board members can also discuss articles of interest at board meetings under "Board member announcements."

Agenda Item 9 – Adjournment

- Jennifer Wagner adjourned the meeting at 6:35 PM.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, December 3, 2014 at 5:30 PM in the Tempe Public Library Board room.

Prepared by: Carlos E. Bejarano Jr.
Reviewed by: Tracy Gray and Barbara Roberts